

# CONNECTICUT DEPARTMENT OF PUBLIC SAFETY

Division of Fire, Emergency & Building Services

Office of Education & Data Management

1111 Country Club Road – Middletown, CT 06457

FAX: [860] 685-8611

## APPLICATION FOR CONTINUING EDUCATION CREDIT

### PERSONAL INFORMATION: Please PRINT legibly or TYPE all information

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

DAY PHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

If your telephone number and/or address of record have changed, please check box: ☐

I.D. Number: First 3 letters of Last Name -- Last 4 digits Social Security No:

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License / Certification to which Credits Apply [more than one may pertain]:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> BUILDING OFFICIAL              | <input type="checkbox"/> ELECTRICAL INSPECTOR        | <input type="checkbox"/> DEPUTY FIRE MARSHAL           |
| <input type="checkbox"/> ASSISTANT BUILDING OFFICIAL    | <input type="checkbox"/> MECHANICAL INSPECTOR        | <input type="checkbox"/> FIRE INSPECTOR                |
| <input type="checkbox"/> PLAN REVIEW TECHNICIAN         | <input type="checkbox"/> PLUMBING INSPECTOR          | <input type="checkbox"/> FIRE SAFETY CODE INSPECTOR    |
| <input type="checkbox"/> RESIDENTIAL BUILDING INSPECTOR | <input type="checkbox"/> HEATING & COOLING INSPECTOR | <input type="checkbox"/> HAZARDOUS MATERIALS INSPECTOR |
| <input type="checkbox"/> CONSTRUCTION INSPECTOR         | <input type="checkbox"/> FIRE MARSHAL                | <input type="checkbox"/> FIRE INVESTIGATOR             |

### FOR CREDIT CONSIDERATION:

COURSE/PROGRAM TITLE: \_\_\_\_\_

TOTAL HOURS ATTENDED: \_\_\_\_\_ DATES: \_\_\_\_\_

PROGRAM SPONSOR: \_\_\_\_\_ LOCATION: \_\_\_\_\_

For individuals seeking credit for a course NOT offered by the DPS *Office of Education & Data Management (OEDM)* where applicability to license/certification is uncertain, it is strongly recommended that the selected course be evaluated for credit hours prior to attendance. All applications for credit must be accompanied by:

- Documentation of Attendance. Certificates of course completion, official documents signed by instructor of record, or transcripts are acceptable forms of proof for approved courses.
- Outline of Course Curriculum or Course Description. For courses not having prior approval, course sections relevant to license/certification must be clearly marked - i.e., highlighted or otherwise visibly distinct - for consideration of credit hours [see reverse].

**APPROVAL FOR CREDIT IS CONTINGENT UPON SUFFICIENT AND ACCEPTABLE EVIDENCE.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

For Office Use  
ONLY:

Course No.

Credit Hours

Approved

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**FOR OUTSIDE CREDIT, COMPLETE THIS SECTION IF YOU WISH TO BE NOTIFIED OF CREDIT HOURS AWARDED**

**FOR OEDM-OFFERED CLASS, DETACH AND RETAIN THIS SECTION FOR YOUR RECORDS**

Course Title: \_\_\_\_\_ Course #: \_\_\_\_\_

Date[s] Attended: \_\_\_\_\_ Approved Credits Earned: \_\_\_\_\_

Your Name: \_\_\_\_\_

## Statutory Requirements

Pursuant to Connecticut General Statutes §29-262(b) and 29-298, building and fire code officials are required to complete a specified number of continuing education hours over a three-year period in order to maintain licensure or certification status:

29-262 (b)	BUILDING CODE OFFICIALS:	
	Building Official (BO)	90 hrs over 3 yrs
	Assistant Building Official (ABO)	90 hrs over 3 yrs
	Plan Reviewer Technician (PRT)	90 hrs over 3 yrs
	Residential Building Inspector (RBI)	60 hrs over 3 yrs
	Construction Inspector (CI)	30 hrs over 3 yrs
	Electrical Inspector (EI)	30 hrs over 3 yrs
	Mechanical Inspector (MI)	30 hrs over 3 yrs
29-298	Plumbing Inspector (PI)	30 hrs over 3 yrs
	Heating & Cooling Inspector (HCI)	30 hrs over 3 yrs
	FIRE CODE OFFICIALS:	
	Fire Marshal (FM)	90 hrs over 3 yrs
	Deputy Fire Marshal (DFM)	90 hrs over 3 yrs
	Fire Inspector (FI)	90 hrs over 3 yrs
	Fire Safety Code Inspector (FSCI)	30 hrs over 3 yrs
	Hazardous Materials Inspector (HMI)	30 hrs over 3 yrs
	Fire Investigator (FV)	30 hrs over 3 yrs

## Policy Considerations

### BUILDING CODE OFFICIALS

For licensed BO, ABO or PRT holding an additional license(s) in any other building official category: 90 credit hours per 3-year cycle is maximum required.

- Where two of the following licenses are held, MI, EI, PI, HCI, or CI: 60 credit hrs per 3-yr cycle is maximum
- A licensed RBI holding an additional 1 or more licenses: 90 credit hrs per 3-yr cycle
- Where three or more licenses are held: 90 credit hrs per 3-yr cycle

### FIRE CODE OFFICIALS

- For certified FM, DFM, FI: 90 credit hrs per 3-yr cycle is maximum required
- Where two of the following certifications held, HMI, FSCI or FV: 60 credit hrs per 3-yr cycle
- Where three certifications are held: 90 credit hrs per 3-yr cycle

Cross training between building code and fire officials is allowed to a maximum of 50% of the required hours per cycle. Fire Academy courses that are designated as Fire Marshal continuing education classes are ONLY for fully-certified Fire Marshals, Deputy Fire Marshals, and Fire Inspectors.

## **OEDM WILL NO LONGER REVIEW OUTSIDE CREDIT APPLICATIONS FOR INDIVIDUALS WHO HAVE MET THEIR MINIMUM REQUIRED CREDIT HOURS.**

## Requirements for Outside Credit

The Office of Education and Data Management (OEDM) awards credit hours for attendance at approved training programs other than those offered by OEDM. When selecting an outside program, a code official must (1) seek prior course approval by OEDM and (2) present proof of its successful conclusion, along with this form properly completed.

Per the OEDM *Policy for Award of Continuing Education Credit*, continuing education programs **must be relevant to the duties of the code official** seeking credit. There should be a clear linkage between the subject matter presented in the proposed course and the duties of the code official. Applicability of course content must be demonstrated: it is strongly recommended that applicants provide a course description as well as highlighted sections of text chapters or handouts to substantiate relevance to license(s) or certificate(s) held.